



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA
600 RICHARDSON DRIVE # 6000
FORT RICHARDSON, ALASKA 99505-6000

APVR-GC

29 November 2004

MEMORANDUM FOR SEE DISTRUBTION

SUBJECT: USAG-AK Policy on Prevention of Sexual Harassment and Training Requirements for Civilian Personnel (AK-GC Policy #03-02)

1. The U.S. Army Garrison - Alaska (USAG-AK) defines one of our core values as a focus on people, which embraces common courtesy, compassion, dignity and respect for the individual. USAG-AK and tenant unit civilian employees and military personnel must be allowed to live and work in environments free of sexual harassment. Sexual harassment claims, whether substantiated or not, can have a negative impact on the organization and adversely affect mission readiness.
2. I will not tolerate sexually harassing behavior by any member of USAG-AK. Individuals in command and supervisory positions must lead by example and will be held accountable for maintaining professional environments. Those found to be engaging in or tolerating sexual harassment will be dealt with in accordance with appropriate disciplinary guidance.
3. Sexual harassment is defined as a form of sex discrimination, cognizable under Title VII of the Civil Rights Act of 1964, that involves unwelcome sexual advances, requests for sexual favors, and other verbal, non verbal, or physical conduct of a sexual nature when:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
 - c. Such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
4. It is important that sexual harassment be clearly understood. Therefore, in accordance with Army policy, all USAG-AK personnel (managers, supervisors, and employees) are required to receive Prevention of Sexual Harassment (POSH) training as follows:
 - a. Initial POSH: a mandatory one-time requirement for Army civilian employees (non-supervisory and supervisory), within one year of initial assignment.
 - b. Refresher POSH: refresher courses are required every two years.

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5. The EEO Office schedules and advertises Initial Employee, Initial Supervisory, and Refresher POSH training classes annually at Forts Richardson and Wainwright. Managers and supervisors should contact their servicing EEO Office to register employees (FRA EEO Office: 384-2080; FWA EEO Office: 353-9063).

6. Policy questions may be directed to the USAG-AK EEO Manager, Sandra Martinez, at 384-2034 or via email at sandra.martinez@richardson.army.mil.

7. I expect the personal involvement and commitment of each individual, across the Command to prevent, and when encountered, report incidents of sexual harassment.



DONNA G. BOLTZ
COL, MP

Commander, U.S. Army Garrison, Alaska

DISTRIBUTION:

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